

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY POLICE DEPARTMENT

JAIL BUREAU

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>INMATE RECORD FOLDERS</u></p> <p>Inmate Record Files of the Jail Bureau include all or some of the following papers:</p> <p>Notice to the Warden (paper of original admission)</p> <p>Write-up Sheet(name address,description, etc)</p> <p>Medical Record</p> <p>Commitment (if sentenced)</p> <p>Assorted court papers such as hearings, bail reviews, incident reports, requests, etc.</p> <p><u>FILE ARRANGEMENT:</u></p> <p>Inmate Folders are kept in chronological order and are cross-indexed with the Inmate Record Card which is kept alphabetically.</p>	Retain for five (5) years and then destroy
2	<p><u>INMATE RECORD CARD</u></p> <p>In addition to the name, address and next of kin, this card shows in detail the date of admission to Jail, the charge, the bail and the Commissioner and in what location the arrest was made. From this point on it.</p> <p>(cont'd)</p>	Permanent Retention
Approved for Baltimore County		
 Records Management Officer		5-27-77

Schedule approved by Department, Agency or Division Representative

WARDEN

MAY 23, 1977

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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REV. 2/75

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Item No.	Description	Retention
2	<p>Continued</p> <p>becomes a complete chronological listing of every- thing which takes place regarding the defendant's case from the time of his admission until the time of his release and shows also the final disposition of the case. This card is then filed in our Inactive Files until such time as the defendant may be re-admitted to the Jail and the Card is again activated.</p>	